

State of Nevada Bureau of Air Quality Planning

Version Date: 6/12/2013

2004124 ARTAH Reports (CAPP)

Description: This record series documents the Assessment of Risks Through the Analysis of Hazards (ARTAH) Reports required of former NRS 459.3836 through 459.386 that was repealed by SB 127 of the 2003 Legislature (Chapter 296 Statutes of Nevada 2003 at page 1613). These reports were produced by facilities that used hazardous materials.

Retention: Transfer these records to the State Archives. See NAC 239.750.

Disposition: Permanent: Transfer to State Archives

2013014 Environmental Reviews

Description: These records document the Bureau's environmental reviews of other agencies' applications for federal grants (for example see 24 CFR Part 58 for the federal Dept. of Housing and Urban Development). The records may include, but are not limited to: Environmental Review forms and Environmental Review letter.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy Securely

2005133 Facility Files (CAPP)

Description: This record series documents the Chemical Accident Prevention Program's (CAPP) function in the registration of facilities that generate (but do not store, treat or dispose of) hazardous materials (See NRS 459.3818 to 459.3874 and NAC 459.952 to 459.95528). The files may include: (a) initial registration, annual renewals, assessment reports (summary of off-site consequences analysis, summary of five-year accident history, hazard assessments, analysis of worst-case release scenario, analysis of alternative release scenario, etc.), incident reports and compliance reports, all with related documentation and correspondence, and (b) copies of billing statements, invoices, fee receipts and related accounting documents.

Retention: Retain the records listed under (a) in the description for a period of twenty (20) calendar years from the end of the calendar year in which they were created. Retain items listed under (b) in the description for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2005079 Lake Tahoe Data (Visibility & Meteorology Monitoring)

Description: This record series is used to document the analytic data of ambient air quality around the Lake Tahoe Basin as required by the federal Clean Air Act (See 42 U.S.C. § § 7410 et seq., 40 CFR Part 58, NRS Chapter 445B and NAC Chapter 445B). The files contain: Annual Visibility and Meteorology Monitoring Reports for Lake Tahoe (by contractors and Bureau staff), data disks, slides, photos, analytic data sheets and related documentation.

Retention: Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

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2005081 Mobile Sources Files

Description: This record series is used to document the development and revisions of standards, regulations and programs for the control of emissions from "mobile" sources (such as automobiles, heavy vehicles and mobile equipment) in accordance with the Clean Air Act (42 U.S.C. §§ 7401 et seq.), NRS Chapter 445B and NAC Chapter 445B. The regulations are developed in cooperation with the Department of Motor Vehicles and include (but are not limited to) NAC 445B.575 to 445B.774. The files may contain: minutes and reports from the State Inspection and Maintenance Committee, records from the Inspection & Maintenance Program, copies of records from the State Environmental Commission, records from the Heavy Diesel Testing Program, correspondence and related documentation.

Retention: Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

2005019 Monitoring Site Records

Description: This record series is used to document the analytic data of ambient air quality from SLAMS (State or Local Air Monitoring Stations) as required by the federal Clean Air Act (See 42 U.S.C. § 7410, 40 CFR Part 58, NRS Chapter 445B and NAC Chapter 445B). The files contain: analytic reports of meteorological data and pollutant concentration levels from stationary monitoring sites throughout the state, notes and related documentation.

Retention: Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives

2005082 Open Burn Variance Files

Description: This record series is used to document the variances granted for "open burn" permits in accordance with the Clean Air Act (42 U.S.C. §§ 7401 et seq.), NRS Chapter 445B and NAC Chapter 445B (See NAC 445B.22067). The files may contain: Request for Authorization for Open Burn Variance, "Go-No-Go" Checklist, Prescribed Fire Plan with attachments, copies of maps, Post-Burn Monitoring report, Follow-up Evaluation, Daily Fire Behavior Monitoring Sheet, computer printouts, Prescribed Fire Complexity Rating System Guide Worksheet, correspondence and related documentation.

Retention: Retain for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Disposition: Destroy

2005083 State Implementation Plan Files (SIP)

Description: This record series is used to document the development and maintenance of a state implementation plan and programs for the control of air pollution in accordance with the Clean Air Act (42 U.S.C. §§ 7401 et seq., see especially 42 U.S.C. § 7410), 40 CFR Part 51, NRS Chapter 445B and NAC Chapter 445B. The files may contain: State Implementation Plan Assessment Report, staff reports, proposed regulations, proposed standards, records documenting program development, correspondence and related documentation.

Retention: Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Disposition: Permanent: Transfer to State Archives